



HOE BRIDGE SCHOOL

Application Form

| | |
|--------------------------|----------------------|
| Post Applied For: | Closing Date: |
|--------------------------|----------------------|

PERSONAL INFORMATION

| | | |
|---|---|-------------------|
| Title: | Surname: | Previous Surname: |
| Forename(s): | Preferred Name: (if different) | |
| Date of Birth: <i>(required under Safer Recruitment Guidelines)</i> | | |
| Home Address: | Telephone (day/mobile): | |
| | Telephone (evening): | |
| | May we contact you at work? Yes / No | |
| | Email: | |
| National Insurance Number: | | |
| Do you hold a current full driving licence? Yes / No | | |
| Current or most recent employer: | | |
| Dates of employment (month/year): | From: | To: |
| Position held: | | |
| Brief description of main duties: | | |
| Current salary: | Notice period in current post: | |
| Reason for leaving current or most recent post: | | |
| Are you related to, or have a close relationship with, any Hoe Bridge employee / Governor or are a parent of a pupil at the School? YES / NO | | |
| If so, please give full details: | | |

EMPLOYMENT HISTORY

Please give details of all periods of employment you have undertaken, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please include all full-time and part-time or voluntary work. Continue on another sheet if necessary.

| Previous employer's name & address & nature of business | Job title and brief description of duties undertaken (indicate whether full or part-time) | Dates Employed month/year | | Reason for leaving |
|---|---|---------------------------|----|--------------------|
| | | From | To | |
| | | | | |

Gaps in your employment

If there are any gaps in your employment history, e.g. time spent raising a family, sabbatical year or extended travel periods, please give dates and details:

EDUCATION AND TRAINING**Please give details of your education and qualifications** (most recent first)

| Establishment Attended Full name & address | Qualifications, Certificates, Grades (including class of degree), Date Award made and Awarding Body | Dates Attended Month / Year | |
|---|---|--------------------------------|----|
| | | From | To |
| | | | |

Further work related or professional qualifications/memberships & NVQ's etc. (most recent first)

List membership of any Professional Bodies, including membership type (*if applicable*):

| Details: Name of Association/Institute/Qualifications | Level or Grade of Membership | From | To |
|---|------------------------------|------|----|
| | | | |

Relevant additional training (most recent first)

| Title of Course | Details | From | To |
|-----------------|---------|------|----|
| | | | |

Other relevant qualifications (if applicable)?

FOR TEACHING STAFF:

DFES No.:

QTS: YES / NO

SUITABILITY

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

INTERESTS

Please give details of any interests, hobbies or skills that you could bring to Hoe Bridge School for the purposes of extra-curricular activity.

REFERENCES

- References will only be sought for candidates called to interview. It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.
- The first referee provided must be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee must be that employer.
- If any of your references relate to your employment at a school or college your referee must be the Head teacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.

Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

Present or Most Recent Employer

| | |
|------------------------------|---------------|
| Name: | Full address: |
| Position held: | |
| Capacity known to applicant: | |
| Telephone: | |
| Email: | Postcode: |

Second Referee

| | |
|------------------------------|---------------|
| Name: | Full address: |
| Capacity known to applicant: | |
| Telephone: | |
| Email: | Postcode: |

May we approach your present employer for a reference before interview? **YES / NO**

If no, please ensure you give two other referees.

Please indicate how or where you learnt about this career opportunity:

DATA PROTECTION

The information given in this application will form part of The Contract of Employment for successful candidates. Under the terms of the General Data Protection Regulations and Data Protection Act 2018 the information you give us will be kept confidential and will be used only for the purpose of personnel management. It is the School's policy to retain all application forms, including for unsuccessful applicants, for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy.

If you do not wish us to use your application form in this way, please tick this box:

REHABILITATION OF OFFENDERS ACT 1974

It is the policy of Hoe Bridge School to require an Enhanced DBS (formally Criminal Record Bureau) check of all staff.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced DBS (formally Criminal Records Bureau) check. You are required to declare any convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offences and their relevance to the post you are applying for. However, should you not declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy.

Have you ever been convicted of a criminal offence which is not 'protected'? **YES / NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked 'Confidential' and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Have you ever received a conviction, caution or bind-over? **YES / NO**

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)? **YES / NO**

It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered 'YES' to either of the above questions, please provide further details on a separate sheet in a sealed envelope marked 'Confidential'.

RECRUITMENT POLICY

It is the policy of Hoe Bridge School to employ such people who, in their judgement, are best qualified for the post without any discrimination in favour of race, colour, gender or national origin. The Board of Governors complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided. Hoe Bridge School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

DECLARATION

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature:

Date:

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Please return your completed form to: hr@hoebridgeschool.co.uk

or send it to:

Mrs Sue Christmas, HR Secretary
Hoe Bridge School, Hoe Place, Old Woking Road, Woking, Surrey GU22 8JE

EQUALITY MONITORING

The School aims to select staff on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of the School's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will not be shared with the selection panel.

Post applied for:

Where did you see this post advertised:

Please circle whichever answer applies to you. If you prefer not to provide certain information, please leave the question blank:

Gender: Male / Female

Age: 16-24 / 25-34 / 35-44 / 45-54 / 55-64 / 65+

Disability: Do you consider yourself to have a disability? **YES / NO**

Ethnicity: Please tick one category below - the categories are based on the population census:

| | | |
|---|------------------------------|--|
| Asian, Asian British, Asian English, Asian Scottish or Asian Welsh: | Bangladeshi | |
| | Indian | |
| | Pakistani | |
| | Any other Asian background | |
| Black, Black British, Black English, Black Scottish or Black Welsh: | African | |
| | Caribbean | |
| | Any other Black background | |
| Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh: | Chinese | |
| | Any other Chinese background | |
| Mixed | White and Asian | |
| | White and Black African | |
| | White and Black Caribbean | |
| | White and Chinese | |
| | Any other Mixed background | |
| White | British | |
| | English | |
| | Irish | |
| | Scottish | |
| | Welsh | |
| | Any other White background | |

Ref No. (For Office Use Only)